

**BY ORDER OF THE COMMANDER  
RAF LAKENHEATH (USAFE)**



**AIR FORCE INSTRUCTION 31-501**

**RAF LAKENHEATH  
Supplement**

**11 SEPTEMBER 2012**

**Security**

**PERSONNEL SECURITY PROGRAM  
MANAGEMENT (PA)**

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**AFI 31-501 dated 27 January 2005, and AFI 31-501 USAFE Supplement dated 30 June 2006 are supplemented as follows:**

This supplement sets out policies and procedures relating to the Personnel Security program at RAF Lakenheath and applies to all 48th Fighter Wing (48 FW) and tenant units that participate in the program. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, prescribed by AFI 11-215, *USAF Flight Manuals Program*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at: <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

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### ***SUMMARY OF CHANGES***

This supplement clarifies the requirements for the unit personnel security program; transfers responsibility of Information Security Program Manager (ISPM) duties and responsibilities from the Chief, Security Forces to the Chief of Information Protection. Deletes the 48 SFS/S5PI requirements to complete Yankee White submittals (AFI covers this requirement), deletes Employment Background Investigations for Non-US National Personnel in the United Kingdom (AFI 31-101 USAFE Supplement covers this program).

3.11.1.4.1. **(Added)** USMs will utilize the AF Form 2583, *Request for Personnel Security Action*, prescribed by AFI 31-501, *Personnel Security Program Management*, and maintain a copy on file for the duration of the interim Top Secret security clearance.

3.11.1.6. **(Added)** A letter signed by the Squadron Commander will be accomplished stating the individual meets all requirements for Interim Top Secret and requires access to perform their duties.

3.11.4.2.1. **(Added)** USMs will utilize the AF Form 2583, maintain a copy on file for the duration of the interim Secret security clearance.

3.11.4.4. **(Added)** A letter signed by the Squadron Commander will be accomplished stating the individual meets all requirements for Interim Secret and requires access to perform their assigned duties.

3.21.1.1. **(Added)** A Periodic Reinvestigation is required for both “critical” and “controlled” PRP positions every five years, regardless of the type of investigation or clearance.

7.14.1. **(Added)** Unit Security Managers will ensure personnel assigned or TDY to their unit for 30 days or more are in- and out-processed through the Unit Security Manager’s office. At this time they will provide “ownership” or “servicing” over these personnel.

8.2.1.10. **(Added)** Unit commanders will designate, in writing, to 48 FW/IP, unit personnel authorized to receipt for Security Information File (SIF) packages. The following are automatically granted access based on position: Installation Commander, Group Commanders, Unit Commanders, and Chief of Information Protection.

8.2.2.1.1. **(Added)** 48 FW/IP will forward a letter or email to the subject’s unit commander on derogatory information, or potentially derogatory information, received by 48 FW/IP. It will request unit commander to evaluate information for continuation of security clearance eligibility and whether a SIF should be established. Within 20 calendar days, the unit commander will complete the endorsement and return it to 48 FW/IP. In the event of a disagreement, the decision may be elevated to the 48 FW/CC.

KYLE W. ROBINSON, Colonel, USAF  
Commander, 48th Fighter Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 11-215, *USAF Flight Manuals Program*, 22 December 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 31-101 USAFE Supplement, *Integrated Defense (FOUO)*, 4 November 2010

AFI 31-501, *Personnel Security Program Management*, 27 January 2005

AFI 31-501 USAFE Supplement, *Personnel Security Program Management*, 26 April 2012

Defense Federal Acquisition Regulations Supplement Appendix F, *Material Inspection and Receiving Report*

***Adopted Forms***

AF Form 1199C, *Restricted Area Badge*

AF Form 2583, *Request for Personnel Security Action Questionnaire for Public Trust Positions*

DD Form 250, *Material Inspection and Receiving Report*

FD 258, *FBI Finger Print Card*

MODLO Proformo, *Request for Defense Vetting Agency*

NSV001, *Security Questionnaire*

NSV002, *Security Questionnaire (DV)*

Standard Form 86, *Questionnaire for National Security Positions*

USAFE Form 19, *Residency Check for Employment for US Air Forces in Europe*

USAFE Form 77, *Base Entry Identification*

USAFE Form 79, *Request for Base Entry Identification*

***Abbreviations and Acronyms***

**BCVR**--Basic Check Verification of Record

**DVA**--Defense Vetting Agency

**ESPQ**--Electronic Personnel Security Questionnaire

**HAC**--Host Agency Check

**LFC**--Local Files Check

**MOD**--Ministry of Defence

**MODLO**--MOD Liaison Office

**PR**--Periodic Reinvestigations

**PRP**--Personnel Reliability Program

**SIF**--Security Information File

**SFS**--Security Forces

**USM**--Unit Security Manager

A34.2.1.6. **(Added)** Basic Check Verification of Record (BCVR). The BCVR is an employer/organizational check to ensure the identity of the individual is confirmed. The BCVR will list the individual's information at the top and provide documentation for which the employer/organization verified identity, i.e. passport, drivers license, etc. The BCVR will also have a professional reference (reference A34.15) listed for a one year time frame or two references to encompass the one year time frame.

A34.2.1.7. **(Added)** All documentation (AF Form 2583, BCVR, USAFE Form 19, *Residency Check for Employment for US Air Forces in Europe*, as prescribed by AFI 31-501 USAFE Supplement and the USAFE Form 79, *Request for Base Entry Identification*, prescribed by AFI 31-501 USAFE Supplement will be maintained in an employee file at the employing or contracting organization for review by SFS. Employees transferring from one organization to another will have the above forms re-accomplished and presented to SFS for a LFC prior to the individual receiving a new USAFE Form 77, *Base Entry Identification*, and/or USAFE Installation Pass (IP) as prescribed by AFI 31-501 USAFE Supplement. If the individual has a current USAFE Form 77 and/or USAFE IP, they need to have it turned into SFS prior to another USAFE Form 77 and/or USAFE IP being issued.

A34.2.1.8. **(Added)** Previous employed MOD personnel will have the clearance transferred by DVA. The clearance once transferred will be valid for only five years versus the ten years when they were an MOD employee. If the clearance is still considered valid by DVA, the individual can be issued a USAFE Form 77 and/or USAFE IP. If the clearance is not considered valid once transferred, because it was downgraded to a five year clearance versus a ten year clearance, a USAFE Form 77 and/or USAFE IP will not be issued until a current DVA clearance is obtained.

A34.2.1.9. **(Added)** Once the documentation is presented to the 48 SFS HAC Office (48 SFS/S5PR) and the LFC, DCII and FBI check is conducted and favorable, along with a quality check of the NSV001, Security Questionnaire or NSV002, Security Questionnaire (DV) as prescribed by AFI 31-501 USAFE Supplement, the individual may be escorted on the installation to begin employment. If the MODLO Proforma, *Request for DVA Clearance*, NSV001, *Security Questionnaire* or NSV002, *Security Questionnaire (DV)* is returned from SFS, MODLO or DVA for errors, the employing or contracting agency will have the individual correct all mistakes and have the form re-submitted. If not completed within two weeks from the date notified, the individual will be treated as if they have not submitted paperwork and will not be allowed to be escorted for work purposes pending the re-submittal of the corrected form.

A34.3.2.1. **(Added)** The USAFE Form 77 and/or USAFE IP will not be issued for longer than 1 year at a time.

A34.4.2.1. **(Added)** Multiple Base Access for Non-US employees and Contractors. Where positions exist that require an employee to have access to multiple US occupied installations, those installations must jointly determine position sensitivity. Once position sensitivity has been determined, a USAFE Form 79 with a request letter will be presented to the HAC Office, who will ensure valid justification exists for the request. The request letter must come from the chief HR person or CC in that organization. Once justification has been verified, a LFC will be conducted and annotated.

A34.4.2.2. **(Added)** RAF Mildenhall Access Letter. As RAF Mildenhall is in close proximity, arrangements have been made to allow employees and contractors that work at both installations access to RAF Mildenhall. A request letter, from the organization's Chief HR person or CC, providing full justification for the requested access needs to accompany the USAFE Form 79.

A34.7.1. **(Added)** Defence Estates and RAF Station Warden. Defence Estates and the RAF Station Warden are required to provide the following completed documentation to 48 SFS/S5PR Office: AF Form 2583 and signed verification letter including the following: DVA clearance type, certificate/reference number, issue date, expiration date, the individual's full name and date of birth. 48 SFS/S5PR will conduct a LFC, DCII and FBI check and annotate the AF Form 2583 accordingly; the medical section will be marked not applicable. Once the individual comes in with the USAFE Form 79 and identification, the individual will be issued a USAFE Form 77 and/or USAFE IP. No temporary USAFE Forms 77 and/or USAFE IPs will be issued without having a current DVA Clearance.

A34.7.2. **(Added)** MOD Personnel. MOD personnel will have a USAFE Form 79 and the signed verification letter presented to the HAC Office for issuance of a USAFE Form 77 and/or USAFE IP when the individual needs an AF Form 1199C, *Restricted Area Badge*, as prescribed in AFI 31-101 USAFE Supplement, *The Air Force Installation Security Program*.

A34.10.1.1.1. **(Added)** Employment suitability determination authority, if derogatory information is identified on the LFC, DCII or FBI check, is delegated no lower than the 48 MSG/CD.

A34.12.2.1. **(Added)** MODLO Billing Procedures. Monthly, MODLO will forward a billing invoice of completed background checks to the 48 SFS/S5PR. SF will validate the invoice is accurate and will complete a DD Form 250, *Material Inspection and Receiving Report*, as prescribed by Defense Federal Acquisition Regulations Supplement Appendix F, *Material Inspection and Receiving Report*, to be forwarded to the 48 CPTS for payment. Electronic Funds Transfer needs to be setup and payment to MODLO needs to be monitored to ensure prompt and timely payment for completed clearances.

A34.13.2.6.1. **(Added)** The USAFE Form 79 must contain all original signatures from the organization. Pass approving officials must have a letter on file at Pass and Registration signed by the 48 MSG CC/CD delegating them as a Pass Approving Official. The USAFE Form 79, once signed by the Pass Approving Official, is only valid for 30 calendar days; otherwise a new request must be generated. Sufficient identification must be provided at the time of issuance of the USAFE Form 77 and/or USAFE IP. It is incumbent upon the HAC Office personnel to ensure 100 percent confirmation the individual is who they present themselves to be. This can be done via the following: passport, driver's license with photo or other acceptable means necessary to provide ample evidence of identity. The USAFE Form 77 and/or USAFE IP will not be issued for more than the contract period or a maximum of one year. The USAFE Form 79 will be annotated in Section VI, Block #2, with the expiration date of the pass as indicated by the Pass Approving Official. The block will indicate either the contract expiration date or a one year time frame from the date signed by the Pass Approving Official. It is incumbent on the Pass Approving Official to ensure all information contained on the USAFE Form 79 is complete and accurate as the HAC Office will not make corrections. The USAFE Form 79 needs to be either typed or printed and if pen and ink changes need to be made, initials must accompany the corrections made by a Pass Approving Official.

A34.13.2.6.2. **(Added)** RAF Mildenhall Access. Guidance will be followed as stated in paragraph A34.4.2.1.

A34.13.2.7.1. **(Added)** USAFE Form 19 is required for all applicants, with the exception of the Defence Estates, Station Warden and MOD civilians to determine if residence within the US exists for 12 or more consecutive months since the age of 18.

A34.13.2.11. **(Added)** HAC Appointment Letters. HAC Appointment Letters will be maintained on file at the HAC Office for all organizations that deal with the employment or contracting of local nationals and third country nationals. The purpose behind the Appointment Letter is to ensure smooth transmittal of information from one organization to another, and to ensure the strictest confidence of personal information. If someone is not listed on the current appointment letter, information will not be released to that individual. Appointment Letters are valid for a one year time frame. When changes or corrections are needed, another letter will be accomplished superseding the previous one on file.

A34.13.4.9.1. **(Added)** For those nominated as escort officials, a Memorandum for Record must be generated by the organization stating the full justification of the request. Once issued on the USAFE Form 77 and/or USAFE IP, the individual will read the 48 FW Memorandum for all sponsors from the 48 FW/CC. Those that have been identified as violating the wing's escort policy will immediately have their escort privileges revoked.